



UNITED STATES MARINE CORPS  
HEADQUARTERS AND SUPPORT BATTALION  
MARINE CORPS BASE  
CAMP PENDLETON, CALIFORNIA 92055-5031

IN REPLY REFER TO:

5510

SCTYMGR

10 FEB 2014

HEADQUARTERS AND SUPPORT BATTALION POLICY LETTER 02-14

From: Commanding Officer, Headquarters and Support Battalion  
To: Distribution List

Subj: EMERGENCY ACTION PLAN (EAP) FOR STORAGE OF CLASSIFIED  
MATERIAL, ROOM #127 1<sup>ST</sup> Deck, Building 13107

Ref: (a) SECNAV M5510.36  
(b) EKMS-1 (Series)  
(c) NTP-7  
(d) DOD 5300.1R

Encl: (1) Checklist for Implementing any Phase of the Emergency  
Action Plan (EAP)

1. Situation. Per the references, the purpose of this Emergency Action Plan (EAP) provide guidance in the event of a Natural disaster, i.e., flood, hurricane; Casualty, i.e., vehicle collision or aircraft crash; and Operational, i.e., enemy attack or civil disturbance.

2. Mission. The ultimate reason for physical security measures is to prevent unauthorized access to classified information. The possibility of unauthorized access is increased during times of emergency. In order to safeguard EKMS material located in building 13107 (Room 127), it is necessary to have detailed instructions available to identify procedures and responses during an emergency.

3. Execution

(1) Commander's Intent

(a) Implementation of the Emergency Action Plan (EAP) for Headquarters and Support Battalion, Marine Corps Base, Camp Pendleton may be ordered by the Commanding Officer or Security manager when time permits. Should conditions prevent contact with the

Subj: EMERGENCY ACTION PLAN (EAP)

Commanding Officer or Security Manager, the Command Duty Officer is authorized to implement the appropriate emergency action plan.

(2) Concept of Operations

(a) In extreme circumstances, in order to prevent unauthorized disclosure of EKMS material due to theft or compromise by unauthorized personnel and when orders from the chain of command are not available, the senior person present is authorized to implement the EAP and to deviate from established plans as warranted by the situation. **During any execution of the EAP, the safety of personnel will take precedence over the security of EKMS materials in question. SAFETY IS PARAMOUNT!** As outlined in references (a) through (d), there are two types of emergencies that can arise. The first type is natural disasters, which includes earth quakes, fires, floods, tornadoes, etc. The second is hostile action and terrorism, which includes enemy attacks, mob action or civil uprisings. The enclosure is applicable once appropriate action is determined.

(b) In the event of natural disaster emergencies, it is assumed that the situation will not normally bring with it an attempt to capture or compromise EKMS material. Protecting areas until the emergency passes, or even removing the most sensitive materials to a safer area will suffice.

(c) In the event of hostile action, it assumed that the target of such an attack or intrusion is EKMS material. The primary concern is to keep the EKMS materials from unauthorized personnel, whether they are enemy troops, rioters or others.

(d) For each type of emergency, natural disaster or hostile action, there are alternatives that can be implemented selectively. Time permitting, the decision upon which plans of the EAP to implement will be made by responsible authority.

b. Securing. All classified material is placed and stored in approved containers when directed. If cannot be properly stored within the command area, contact should be made with the Command Duty Officer, Building 1164, at 760-725-6271, to facilitate storage within the Classified Material Control Center, building 1160.

c. Emergency Removal Actions. When directed, material is removed in a manner, which would allow for continued control and

Subj: EMERGENCY ACTION PLAN (EAP)

preclude unauthorized viewing. An inventory will be conducted to ensure that a complete removal was accomplished.

d. Emergency Destruction Action. All materials become subject to partial precautionary destruction or complete emergency destruction. Destroying the material should be considered as last resort. All reasonable efforts should be made to secure or remove the material.

\*\*Note - Currently, Headquarters and Support Battalion does not store any classified documents. Detail destruction requirements are contained within the reference.

(1) A copy of this letter will be posted on and in the security container vault, room #127 building 13107, first deck and a copy will also be maintained in the Staff Duty Binder located in building 13107.

(2) Time permitting, an exact inventory of material destroyed or moved should be made, to include Short Titles, Editions, Classification of the material, serial numbers, Date Time Group (DTG) of all publications, documents, messages, etc. The inventory of information shall be recorded by writing down the information in the Inventory Record Binder which will be maintained and controlled by the Security Manager, which will not be destroyed.

(3) SECNAVINST 5510.36 authorizes "the senior individual present in a space containing classified material to implement such orders and to deviate from established plans when circumstances warrant." As a last resort, DOD 5300.1R authorizes "using other means and igniting it as alternatives to certain loss of the material." **However, the safety of the lives of the personnel involved is paramount and security considerations are secondary. SAFETY IS PARAMOUNT!**

e. Notification and Reporting. Accurate information relative to the extent of an emergency is absolutely essential to the effective evaluation of the impact of the occurrence and action taken. The Security Manager or the Assistant Security Manager is responsible for reporting the attendant facts to the appropriate seniors in the chain of command by the most expeditious means available.

(1) Reporting Instructions: The senior official shall report the facts surrounding the destruction of CNO//N643//, NCMS//20//, DIRNSA//X71A//, and both operational and

Subj: EMERGENCY ACTION PLAN (EAP)

administrative command echelons as soon as possible; if feasible, use a secure means of reporting.

(2) Required Information: State in the report the material destroyed, the method and extent of destruction, and any classified COMSEC material items presumed to have been compromised (e.g., items either not destroyed or not completely destroyed).

f. Inventory. Upon completion of emergency action, a complete inventory will be conducted. As of the date of this order, no classified documents are within the command area; however, the command stores an item that requires safeguarding. Item listed below:

(1) SIPRNET Hard Drive (1) Room 127, first deck.

*Semper Fidelis*  
*Michael E. Cordero*

MICHAEL E. CORDERO

Distribution: A

Subj: EMERGENCY ACTION PLAN (EAP)

CHECKLIST FOR IMPLEMENTING ANY PHASE OF THE EMERGENCY ACTION  
PLAN (EAP)

1. \_\_\_\_\_ Attempt to contact the personnel on the emergency notification list. Determine that implementation of the Emergency Action Plan has been ordered by proper authority and verify that this is not a drill. If unable to contact any of them, continue with the checklist.
2. \_\_\_\_\_ The SF-700's containing combinations to the vault door (Bldg 13107, room 127) is located with the MCI West Security Manager. These SF-700's are physically located in Bldg 1160, room 118.
3. \_\_\_\_\_ The EAP coordinator shall safely and expeditiously complete the tasks. Situation permitting, all materials for destruction shall be brought together for destruction at one time.
4. \_\_\_\_\_ Situation permitting, maintain an accurate inventory of material to be destroyed or moved.
5. \_\_\_\_\_ Notify the commands listed below, by secure means if possible, the nature and extent of the Emergency Action Plan completed:

	Work	Cell Phone
a. Commanding Officer	763-0088	910-546-9908
b. Executive Officer/SctyMgr	763-2045	760-815-5074
c. Assistant Security Manager	763-2046	HM 760-722-8665
d. SDO, HqSptBn	725-6721	
e. CDO, MCB	725-5061	
f. PMO	725-3888	
g. Oceanside Police	435-4900	

Enclosure (1)